



BOARD OF HEALTH MEETING MINUTES
Tuesday, May 21, 2019

BOARD MEMBERS:

Georgia Hanigan, Commissioner, Payette County
Nate Marvin, Commissioner, Washington County
Tom Dale, Commissioner, Canyon County
Kelly Aberasturi, Commissioner, Owyhee County
Viki Purdy, Commissioner, Adams County
Sam Summers, MD, Physician Representative
Bryan Elliott, Commissioner, Gem County

STAFF MEMBERS:

Nikole Zogg, Doug Doney, Patty Foster, Katrina Williams, Carol Julius, Brian Crawford, Clay Roscoe, Cristina Froude

MEETING CALLED TO ORDER -- CHAIR

Chairman Bryan Elliott called the business meeting to order at 9:14 a.m.

REQUEST FOR ADDITIONAL AGENDA ITEMS

Chairman Bryan Elliott asked for additional agenda items. No additions to the agenda were noted.

PLEDGE OF ALLEGIANCE

Meeting attendees participated in the Pledge of Allegiance.

PUBLIC COMMENT

No members of the public were present for the comment period.

REVIEW AND APPROVAL OF APRIL BOARD OF HEALTH MINUTES

Board members reviewed meeting minutes from the meeting held April 23, 2019.

MOTION: Commissioner Marvin moved to approve the April 23, 2019 meeting minutes as presented. Dr. Summers seconded the motion. Motion passed unanimously.

REVENUE AND EXPENDITURE REPORT:

Patty Foster presented the April 2019 financial report. The target for expenditures was 83.3% and the target for revenue was 87.7%.

The SWDH cash position at the end of April was \$373,766.00. As Patty previously explained last month she is being conservative on expenditures to allow for funds at the end of the year for the Board to commit to building repairs as needed. Crisis center funds are beginning to be expended and will change the expenditures percentages. Crisis center funds have been moved into the restricted funds balances.

Patty explained that the accounts over a year old will also be reviewed and written off. Last year Patty did not do a write off. This year we have two years' worth of uncollectable payments totaling \$7,536. She explained that \$3,500 to \$4,000 per year is fairly common.

ENVIRONMENTAL HEALTH FEES

Brian Crawford presented Environmental Health Fees for Board approval. Board members discussed pre-opening inspections. Brian clarified that pre-opening inspections also apply to a facility that undergoes a remodel. Board members agree a separate fee for pre-opening inspections is not needed and can be combined with the plan review fee.

Board members discussed late fees. Brian explained that after a month of non-renewal of license it becomes an enforcement issue. After a month of operating without a valid license the non-renewal of the establishment's license becomes a statutory violation. Late fees are proposed as \$35 from January 1 – 15 and \$70 from January 16 forward.

Board members also discussed the permit renewal charge. Brian proposed that the permit renewal charge be decreased to \$50 to reflect the cost to deliver the service.

Lastly, board members discussed the courier service fee which has historically been charged but not listed on the schedule. If the SWDH courier delivers the water sample a \$10 fee is charged. Board members support this fee being added to the Environmental Health Fees Schedule.

MOTION: Commissioner Dale moved to approve the Environmental Health Fees as presented with the following changes: approve late fees established by the workgroup, combine the plan review and pre-opening inspection fee, continue late fees as designated at the rates of \$35 and \$70; reduce permit renewal from \$103 down to \$50, and reaffirm the courier service fee of \$10.

The motion was seconded by Commissioner Marvin. Motion passed unanimously.

SOLID WASTE INSPECTION FEE SERVICE

Board members discussed solid waste inspection fees and the impacts to each county. Brian explained that there was some further discussion warranted by at least one of the counties for these fees and he wanted to bring it back up to the board for discussion.

Commissioner Purdy explained concerns from Adams County Commissioners regarding whether some dumps are for profit. The Commissioners feel the inspections should be one of the services included in the annual contributions they make to SWDH particularly since Adams county does not utilize many of the services other counties receive.

Commissioner Dale thanked Brian for figuring out the actual cost for providing services and is comfortable with the fees as established. The fee needs to be paid for by the users.

MOTION: Commissioner Hanigan moved to approve the Solid Waste Inspection Fees/Service on page 5 as presented. Commissioner Dale seconded the motion. One opposed. Motion passed.

WICCC BYLAWS REVIEW AND APPROVAL

Cristina asked for any additional feedback on the bylaws. Nikki previously provided feedback. Board members had no further input or questions. Cristina will incorporate Nikki's feedback into the bylaws. She thanked board members for their review.

CRISIS CENTER UPDATE

The Western Idaho Community Crisis Center (WICCC) has been operating for thirty days now. Cristina presented some statistics from this 30-day period. So far 60 services have been provided and the average length of stay is 12 hours and 44 minutes.

Board members discussed how the coding at the crisis center is utilized. Nikki clarified that insurance codes for the crisis center services are very limited. A weekly census report provided by Lifeways includes the client number, name, diagnosis codes, date of admission, time of admission, length of stay,

time of discharge, date of discharge, referral source, and disposition on discharge. That information is being gathered and as Cristina speaks to the people working at the center they are providing some success stories.

These stories will be used for future grant opportunities. The Idaho Department of Health and Welfare (IDHW) is also gathering monthly data reports. There are some glitches with the electronic health record systems and Lifeways has met with IDHW to ensure the computers are working together and those reports are coming in accurately.

Cristina explained some of the plans to assist with transportation to the crisis center from outer counties. One option is transportation vouchers to help clients offset the cost to get back home or to come to the center. Another resource for outer counties will be the tele-health plan to allow someone to receive an assessment remotely. The Blue Cross of Idaho Foundation report noted that people do not understand tele-health and perceive it as an online resource versus an actual assessment. Tele-health would be available for drugs and alcohol and would involve a Skype type of call to do that intervention, see if the client's needs fit the crisis center, or if they need to be referred to higher levels of care.

Commissioner Purdy asked for information about the crisis center if we can do outreach in the Community coalitions, chamber of commerce, where people gather, anywhere like that to help get the word out. Cristina will arrange to go to Adams County to do a presentation.

Doug followed up on information provided at the recent special Board meeting where some of the options for paying for renovations for the tenant improvements to the WICCC location and the resources and supplies for the crisis center were discussed. He explained that while talking with IDHW he learned that the 1/12th payments on the \$1.2 million grant we have for this fiscal year can be invoiced to them as of the time the center opened. This invoicing allows enough funds for payment for all of the tenant improvements and all of the supplies needed for the crisis center.

Doug anticipates receiving another \$1.2 million from the state in July for the next fiscal year for this project. This amount is billed and received monthly. The payments come to SWDH to pay Lifeways the contracted amount we have agreed upon and any amount left will be collected and held at SWDH and banked as restricted funds for any potential future crisis center needs.

REVIEW OF SOUTHWEST DISTRICT HEALTH BOARD OF HEALTH BYLAWS

Board members reviewed the SWDH bylaws. Nikki has no suggested changes but noted that last time the Board reviewed the Bylaws the direction given was to review them every two years. Prior to that last review it had been about twenty years since the last review of the bylaws.

Board members had no suggestions for edits and provided guidance to review the bylaws again in two years.

CLINICS UPDATE

Clay Roscoe and Carol Julius provided updates on their work to gather information about options for alternatives to the electronic health record (EHR) system SWDH is currently using.

In looking at clinic operations there are standard operating procedures that do not exist that need to be created or updated. A consistent system for how appointments are made from the front staff all the way back to the provider as an example instead of everyone doing something different.

In the past, SWDH looked collaboratively with Central District Health Department (CDHD) at many EHR platforms specifically designed for smaller practices. At that time, Athena was the best option. Southwest District Health opted to stay with the present EHR and CDHD moved to Athena. Optimization with VHN has had mixed results and now here we are again looking to potentially move to Athena. Clay met with CDHD to better understand their experience operating Athena. Central District Health

Department has been operating Athena for six or seven months. Clay is working to identify other agencies that have been operating with Athena for longer periods of time. Based on meeting with CDHD one of the advantages is no upfront startup costs or license agreement fees. Athena charges a percentage of the gross reimbursable fees. Athena is fairly intuitive and utilizes a very pop-up heavy system to bring reminders to the users. Athena also features a single scheduler built into the system that can be used not just for the medical clinic but for WIC and dental as well.

Athena interfaces with the payers – Medicare, Medicaid, private payers – to allow staff to confirm coverage for clients well before they walk in for treatment. This interface provides the ability to check deductible, deductible status, allowable charges, etc. Athena also has the capacity for one-way or two-way data exchange. The main two-way data exchange to be sorted out is between CDHD and Immunization Registry Information System (IRIS).

One of the most beneficial components of Athena is its integrated functional revenue cycle management program. It is not meant to replace the finance department but will enhance it. It has built in software that assists finance and billing by scrubbing them for errors before claims are submitted. Currently, claim denials are time intensive for SWDH billing staff.

Negatives of the Athena program include inability to automatically bill for dental. It is a manual dropload of claims and that will not change. If SWDH is interested in expanding dental services this is a major consideration. Also, Athena lacks capacity for inventory management.

Clay plans to go to Pocatello to see the system in action at Idaho State University. This agency has been using Athena for a longer period of time and will have good insight.

Doug explained that he spoke with Dean Page, SWDH I.T. Manager. One of the things Doug thinks we should consider is a transition period between VHN and our current records system to Athena. How do we move all those records over? Doug anticipates some cost on the VHN side to allow systems to talk to each other and for the VHN staff to merge those records in to the new Athena system. So all of the front-end costs on Athena may not exist but there will be transitional costs for record merging, etc.

DIRECTOR'S REPORT

Board elections – June

Nikki reminded board members that next month board elections will take place.

Pool inspection fees

The Board of Health for Central District Health recently met and discussed pool inspection fees. Currently, those fees are set in rule but there is also statute that covers the pool fees. The Board does not have discretion to set pool inspection fees. Central District Health's Board of Health chose to write a letter to the IDHW Director asking that fees be updated to reflect the cost to deliver the service. Currently, there are two fees: a \$100 fee for plan review for new facilities and a \$50 fee for annual inspection. This fee is applicable for public pools that charge a usage fee such as Givens Hot Springs or a City of Caldwell.

District 4 brought this to the rest of the directors to make everyone aware, get opinions from everyone and see where each Board stood. This topic will be added to the agenda at the upcoming IADBH meeting.

National Association of Local Boards of Health (NALBOH)

In the past years, Nikki has asked the Board to consider NALBOH membership. Several years ago the entity experienced some leadership challenges and the Board decided to discontinue its membership. Slowly, NALBOH has picked back up and some boards from across the state have attended the national conference. Several of the other health districts maintain a membership. Nikki explained that if there is

board member interest in attending the national conference SWDH can support their registration and travel costs.

Board members chose not to renew the NALBOH membership.

IADBH Annual meeting

Nikki reminded board members of the upcoming IADBH conference in Lewiston. Katrina emailed out hotel reservations to the board members attending.

ReadyKamp

ReadyKamp is scheduled this year for June at Homedale High School in Homedale.

Behavioral Health Board

Nikki discussed the Region 3 Behavioral Health Board (BHB) and some of the leadership changes. Nikki is working to maintain a strong relationship with the new leadership. Previously, Nikki met with the BHB's leadership monthly to discuss challenges.

The Behavioral Health Board has asked for a legal opinion about potential conflict of interest between the SWDH BOH and the BHB. In some of that communication concerns of competition for funding between SWDH and BHB have been brought up. Since becoming aware of their concerns, Nikki has reached out and invited them to another conversation. It is Nikki's desire that the relationship between the two entities be collaborative rather than competitive.

The Behavioral Health Board meets tomorrow and legal counsel will share the opinion.

EXECUTIVE SESSION

At 11:20 a.m. Chairman Elliott made a motion to go into executive session. The motion was seconded by Commissioner Hanigan. Roll call was taken.

At 11:37 a.m. board members came out of executive session.

There being no further business, the meeting adjourned at 11:37 a.m.

Respectfully submitted:

Approved as written:



Nikole Zogg
Secretary to the Board



Bryan Elliott
Chairman

Dated: June 25, 2019